

## Army Knowledge Online (AKO) Registration Instructions

These instructions contain complete information on starting an AKO account, including email. The AKO has two types of accounts: FULL and GUEST.

To obtain a FULL account, you must meet the following criteria:

- Army (Active)
- Army Retired
- National Guard
- Army Reservist
- DA Civilian

For a GUEST account, you must meet the following criteria:

- Army Volunteer
- Contractor
- DA Civilian, Retired
- Family Member of FULL AKO Member
- Foreign Officers (attached to U.S. Army)
- Cadets (collegiate level)
- US Air Force
- US Coast Guard
- US Marine Corps
- US Navy

### Instructions for a Full Account:

1. Open web page: [www.us.army.mil](http://www.us.army.mil)
2. Select "I'm A New User."



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying "https://www.army.mil/". The page title is "Army Portal Registration". The page features the Army logo and a green header bar with the text "Army Portal Registration". Below the header, there are two main sections: "Full Access - Click Here" and "Guest Access - Click Here". Each section contains a list of categories with links to specific registration pages. The "Full Access" section includes links for Army, Army Retired, Medical Retired, National Guard, Reserve, DA Civilian, and HAF Civilian. The "Guest Access" section includes links for Medical Discharged, Local National Employees, DoD Civilian, Army Volunteers, Contractor, DA Civilian, Retired, Family Member of All AKO Member, Foreign Officer (attached to U.S. Army), Cadets (collegiate level), US Air Force, US Coast Guard, US Marine Corps, and US Navy. A "Next Step" button is visible at the bottom right of the page.

Army Portal Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.army.mil/>

**Army Portal**  
The Army Portal

**Army Portal Registration**

**Full Access - Click Here**

- [Army](#)
- [Army Retired](#)
- [Medical Retired](#)
- [National Guard](#)
- [Reserve](#)
- [DA Civilian](#)
- [HAF Civilian](#)

**Guest Access - Click Here**

- [Medical Discharged](#)
- [Local National Employees](#)
- [DoD Civilian](#)
- [Army Volunteers](#)
- [Contractor](#)
- [DA Civilian, Retired](#)
- [Family Member of All AKO Member](#)
- [Foreign Officer \(attached to U.S. Army\)](#)
- [Cadets \(collegiate level\)](#)
- [US Air Force](#)
- [US Coast Guard](#)
- [US Marine Corps](#)
- [US Navy](#)

**Next Step**

5. The screen shown below will appear. Fill out the online form (the PEBD is on your LES for military) and select "Next" for each screen. Civilian personnel should enter their birth date for both dates required. For Army Civilians who are also Army retirees, enter your birth date as requested and then your PEBD in the next block. Also if you receive an error saying that your SSN already exists, your DOB is incorrect, or that your information does not match a record in TAPDB, email the AKO Help Desk at [help@us.army.mil](mailto:help@us.army.mil) with a detailed description of the error message, your full name, date of birth, and rank/pay grade.

Army Portal Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.us.army.mil/gold.asp

**Army**  
The Army Portal

### Army Portal Registration

**Registration**

Social Security Number

Date Of Birth

Pay Entry Date

**Note:** The army reserves all rights to register and uses the system to test you out. If you are having difficulty registering please call the ADG helpdesk at (877) 236-6737

6. The screen below will appear. Fill in required data and select “Next.”

Social Security Number    Enter your SSN. This is only used to identify you in the Army Database.

Email Address  Enter your current email address and re-enter to confirm. This must be a "real" or a "good" email address.

Confirm Email Address

**Basic Information**

Salutation  (e.g.) Mr., Mrs., Rank Abbreviation, Dr., etc.

First Name  Your user name will be automatically generated from the name you enter. For Example:

- First Last
- First MI Last
- First Middle Last
- Nickname Last
- First Last(Suffix)

Middle Name

Last Name

Nick Name

Name Suffix  Select One (Jr, Sr, III, etc.)

Organization  Enter your current organization, (e.g. HQ 100 Army Recruiting Command)

Organization Address  Enter the address of your current organization, (e.g. Building 1307, Fort Ewell, KY 40121-2700)

Phone Number  Enter your day phone number

8. The following screen will appear.

**Army Portal Registration**

**Account Information**

User Name  John M. Brown Select your User Name. You will enter this name to log in to the Portal, and your Email address will be username@us.army.mil

Password  Your password has these restrictions:

- It must be at least 9 characters
- It must contain at least 1 letter
- It must contain at least 1 number
- It is case sensitive

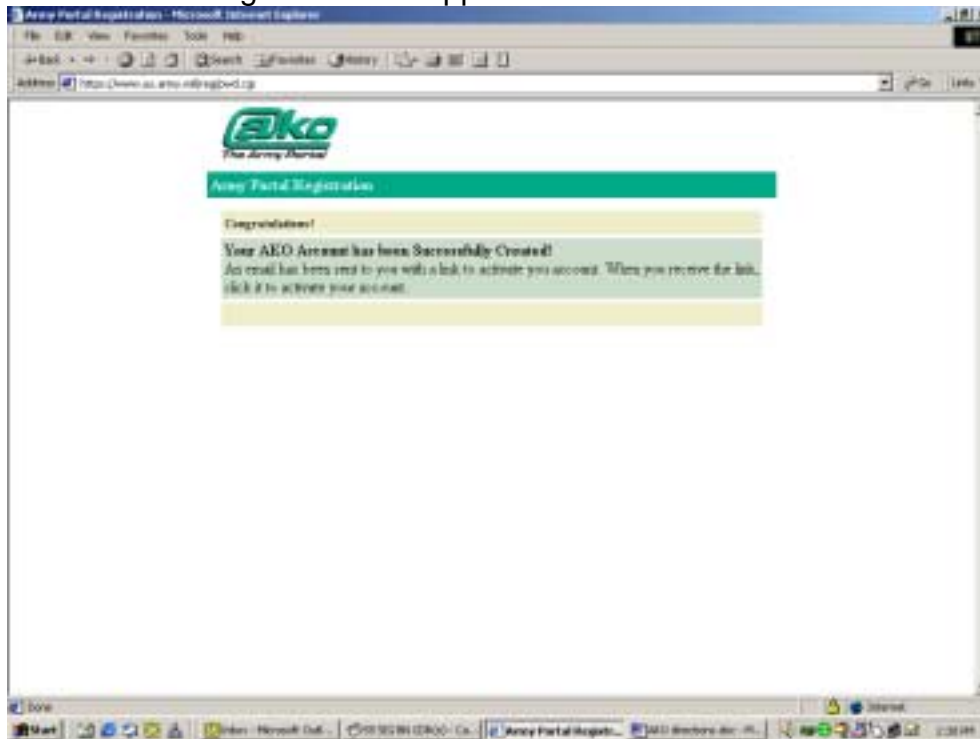
Confirm Password

**Denotes Required Field**

9. Highlight a user name then, in the Password box, enter a 9-character password (it must contain at least one number, at least one letter and no special characters). The password is case-sensitive.

10. Re-enter password to confirm and select “Finish.”

11. The following screen will appear.



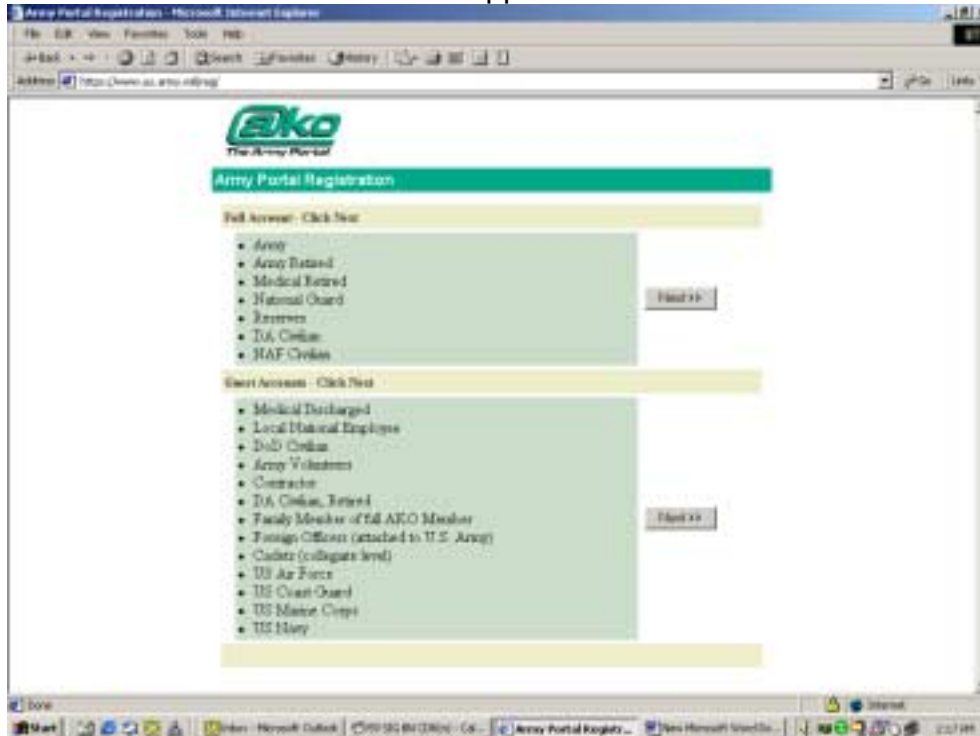
12. You will receive an email at the address you provided in number 7 above with a hyper-link to activate your account. After you activate your account, you will be emailed instructions for logging into the system.

### Instructions for a Guest Account:

1. Open web page: [www.us.army.mil](http://www.us.army.mil)
2. Select "I'm A New User."



3. The screen shown below will appear.



4. Click "Next" beside "Guest Account." You will be prompted to enter specific information. Make sure in the box titled "Army Sponsor Email Address" that you enter your sponsor's AKO email address (John.Smith@us.army.mil). Once you enter the required information click "Next".

Army Portal Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://akoz.us.army.mil/reg/guest.cgi

**Army Portal Registration**

**Guest Account**

Army Sponsor Email Address  **Next >>**

Enter the AKO Email address of your Army Sponsor. It must be an "@us.army.mil" address.

**Account Information**

Account Type  **Next >>**

Choose the category that best describes you. Note:

- Accounts for Cadets are only available to collegiate cadets.
- Accounts for Foreign Officers are only available to officers attached to the U.S. Army.

Salutation  (e.g.) Mr., Mrs., Rank Abbreviation, Dr., etc.

First Name  Your user name will be automatically generated from the names you enter. For Example:

- First Last
- First MI Last
- First Middle Last
- Nickname Last
- First Last(Suffix)

Middle Name

Last Name  (Jr, Sr, III, etc.)

Nick Name

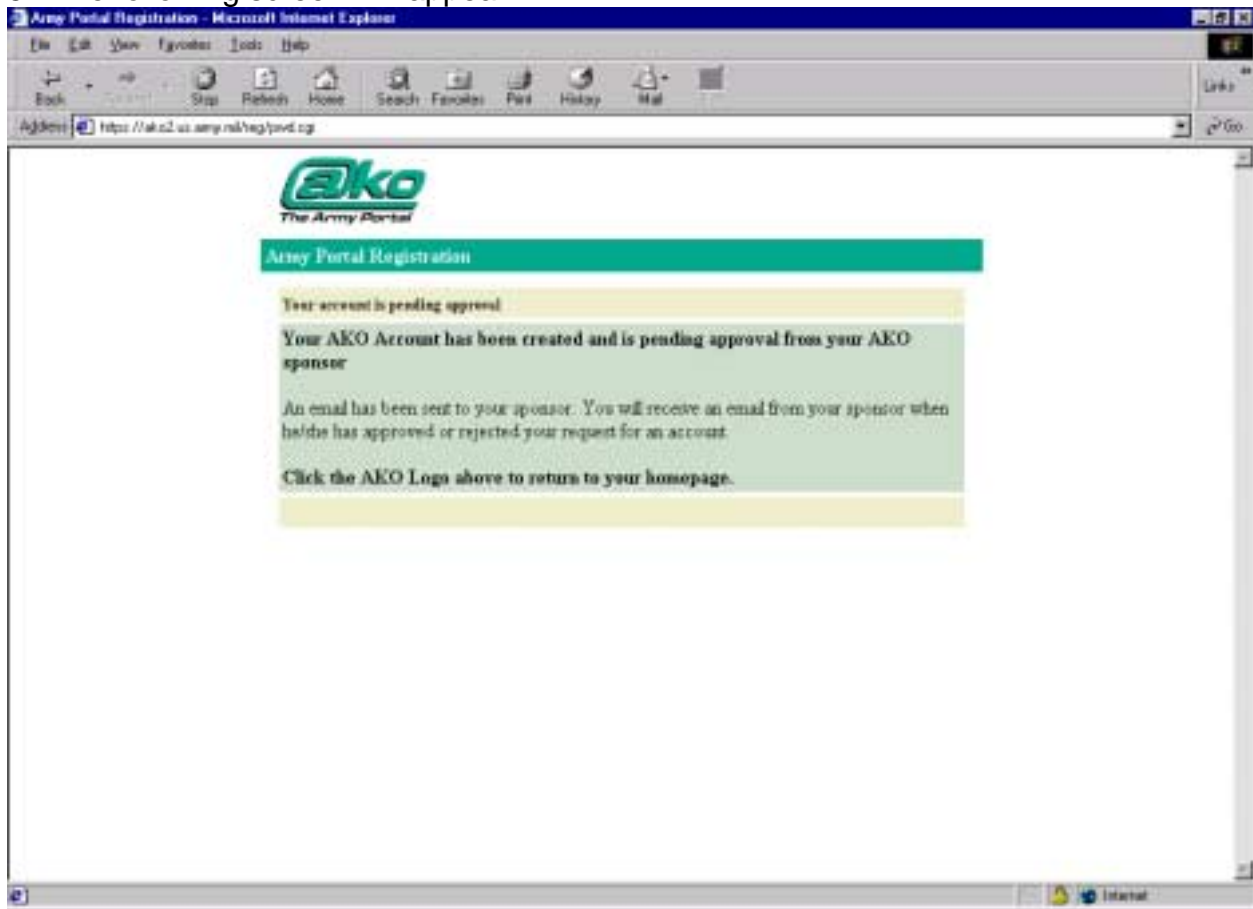
Name Suffix

**Optional**

Foreign Officer ID  Only for Foreign Officers. Given by

Done

5. The following screen will appear:



6. Your sponsor will receive an email at the address you provided in number 4 above with a hyper-link to activate your account. Your sponsor will have to give you this in order to activate your account. After you activate your account, you will be emailed instructions for logging into the system.